

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

AMC MEMORANDUM
No. 600-13

12 July 2000

Personnel -- General

METROCARDS FOR OFFICIAL GOVERNMENT TRAVEL

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1. Purpose and scope. This memorandum assigns responsibilities and establishes procedures for receipt, control, and distribution of metrocards for personnel in the Headquarters, U.S. Army Materiel Command (HQ AMC).

2. Responsibilities. a. The Deputy Chief of Staff for Personnel (DCSPER) is the Commander's designee for receipt, control, and disposition of metrocards used for official Government travel.

b. The Plans, Programs, Budget, and Operations, Office of the DCSPER, is responsible for establishment of policy for the receipt, control, and distribution of metrocards for official Government travel.

c. Each HQ AMC employee is responsible for the metrocards issued him or her for official Government travels. Metrocards of equal value will be returned in the event the originally issued card is lost or stolen. If the metrocard is accepted by the machine and not returned to the traveler, it is the traveler's responsibility to enter zero in the Metrocard Data Control Register.

*This regulation supersedes AMC-M 600-13, 18 May 1985.

3. Policy. a. Metrocards will be issued to only HQ AMC employees who require transportation to conduct official Government business at locations not serviced by the Department of Defense (DOD) bus. Metrocards will be issued as transportation for the conduct of official business, which occurs for a period of one day to one week. For transportation to conduct official business two weeks or more in length, the traveler will complete the local travel form, Standard Form 1164 (Appendix A).

b. Metrocards will not be issued for use as transportation to the airport for temporary duty travel.

c. Travelers to the Pentagon will be issued metrocards for use before the first scheduled DOD bus arrives and after the last bus departs HQ AMC. The DOD bus must be used during core hours.

d. Metrocards will be returned upon completion of official Government travels to room 7N08 before 1530.

4. Procedures. a. Receipt.

(1) The personnel projects coordinator will maintain the Metrocard Data Control Register. Each traveler will complete the register prior to being issued a card.

(2) Metrocards will be available for issue Monday through Friday, 0730-1530, in room 7N08.

b. Control.

(1) Each metrocard issued to an employee will be numbered in sequence.

(2) All metrocards will be logged into the Metrocard Receipt Log for accountability and metrocard life cycle management.

c. Disposition.

(1) Upon completion of official Government travel, each traveler will return the metrocard to the Plans, Programs, Budget and Operations Office. The value remaining on the

metrocard will be logged into the Metrocard Data Control Register.

(2) Those users who do not return the card and indicate the disposition in the Metrocard Data Control Register will be sent a notice of delinquency (Appendix B).

The proponent of this memorandum is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, HQ AMC, ATTN: AMCPE-S, 5001 Eisenhower Avenue, Alexandria, VA 22333-0001.

FOR THE COMMANDER:

OFFICIAL:

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6. EXPENDITURES - Continued

[illegible]

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by 5 U.S.C. Chapter 57 as implemented by the Federal Travel Regulations (FPMR 101-7), E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to determine payment or reimbursement to eligible individuals for allowable travel and/or other expenses incurred under appropriate administrative authorization and to record and maintain costs of such reimbursements to the Government. The information will be used by Federal agency officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal, State, local, or foreign agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Account Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a taxpayer and/or employee identification number; disclosure is MANDATORY on vouchers claiming payment or reimbursement which is, or may be, taxable income. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

APPENDIX B

Notice of Delinquency

Turn-In of Government Issued Metrocards

1. Reference AMC-Memorandum 600-13, HQ, AMC, subject: Metrocards Issued for Official Government Travel.
2. In accordance with the reference, individuals with Government issued metrocards are required to return the unused portion to the Plans, Programs, Budget and Operations Office, room 7N08, within three workdays after their issue.
3. The attached document is annotated to show personnel within your organization who have delinquent metrocards. The individuals whose names are checked are requested to return the metrocards assigned to them, immediately. Cards not returned by the close of business may subject these individuals to administrative and/or disciplinary action.
4. Your assistance in making our metrocard distribution system work for the good of all HQ AMC employees is appreciated. All questions concerning the return of metrocards may be addressed to Ms. Alicia Waters, AMCPE-P, 617-5512.
5. DCSPER - Providing Quality Service to Our Customers.

Encl
as

MELINDA McMILLON DARBY
Deputy Chief of Staff
for Personnel